

MSW
THIRD SEMESTER
HUMAN RESOURCE MANAGEMENT & OCCUPATIONAL
SOCIAL WORK
MSW-303 C

Duration: 3 Hrs.

Marks: 70

PART : A (OBJECTIVE) = 20
PART : B (DESCRIPTIVE) = 50

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

[Answer question no. One (1) & any four (4) from the rest]

1. What do you mean by Human Resource Management? Explain the two broad functions of HRM briefly. (5+5=10)
2. Define management. Write briefly the 14 principles of management proposed by Henry Fayol. (3+7=10)
3. Write a note on: a) Human resource approach (b) System approach in the work place. (5+5=10)
4. Explain strategic human resource management. Write the basic differences between SHRM and HRM. (7+3=10)
5. What do you mean by performance appraisal? Briefly explain the methods of performance appraisal. (2+8=10)
6. Write the steps in manpower planning. What is the need for manpower planning? (5+5=10)
7. What do you mean by occupational social work? Write the role of social workers in industrial setting. (3+7=10)
8. Comment on "changing nature of the workplace", needs and problems of the employees. (10)

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[PART-A : Objective]

Choose the correct answer from the following :

1×20=20

1. Employee violates rules of organization as mentioned in the standing orders. Because of which he has to leave the job is an example of:
 - a. Forced retirement
 - b. Premature retirement
 - c. Compulsory retirement
 - d. Voluntary retirement
2. Employee become disable due to disease, illness, accident in such case management may give him the option of retirement. This is an example of:
 - a. Forced retirement
 - b. Premature retirement
 - c. Compulsory retirement
 - d. Voluntary retirement
3. In defense under some department after 15 years' service, person has to retire from his post:
 - a. Forced retirement
 - b. Premature retirement
 - c. Compulsory retirement
 - d. Voluntary retirement
4. To Avail voluntary retirement scheme the employees has to complete minimum years' service.
 - a. 15 years
 - b. 20 years
 - c. 10 years
 - d. 5 years
5. An employee terminated due to Alcoholism, dishonesty or inefficiency is called as:
 - a. Discharge
 - b. Dismissal
 - c. Suspend
 - d. Layoff
6. Standard performance - actual performance = training and development
 - a. Objective
 - b. Drawback
 - c. Motive
 - d. Need
7. Donald Kirkpatrick was known for creating the training:
 - a. Calendar
 - b. Module
 - c. Evaluation model
 - d. None of these
8. Which one of the following is not a part of process of human resource planning?
 - a. Analyzing existing HR
 - b. Implementation of HR plan
 - c. Recruitment
 - d. None of these
9. "Process of forecasting, developing & controlling human resource as enterprise " is called as:
 - a. HR planning
 - b. HR audit
 - c. HR evaluation
 - d. HR control
10. Fast decisions can be taken when the organization practices:
 - a. SHRM
 - b. HRD
 - c. HRM
 - d. All of the above
11. Which is a factor of job evaluation?
 - a. Skill
 - b. Efforts
 - c. Working condition
 - d. All of these
12. Which of the following is not a method of off the job training?
 - a. Sensitivity
 - b. Seminar
 - c. Under study
 - d. Conferences
13. "seed plot" is a Latin word which means:
 - a. Mentoring
 - b. Planning
 - c. Seminar
 - d. Training

14. People cast in the role of contributors to production are called:
- Capitalist
 - Land owners
 - Human resources
 - Consumers
15. Wide range of abilities and attributes possessed by people are called as:
- Management
 - Human resources
 - Entrepreneur
 - Entrepreneur
16. Deployment of which resource is difficult to master?
- Human
 - Land
 - Capital
 - Natural
17. Quality oriented organization primary concern centers around:
- Coordination
 - Communication
 - Human resources
 - Discipline
18. Quality goals require alignment with:
- Production
 - Human resources
 - Finance
 - Purchase
19. Demand for human resources and management is created by:
- Expansion of industry
 - Shortage of labor
 - Abundance of capital
 - Consumer preferences
20. Management function arises as a result of:
- Consumer preferences
 - Abundance of capital
 - Expansion of industry
 - Shortage of labor

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA



[PART (A) : OBJECTIVE]

Duration : 20 Minutes

Serial no. of the
main Answer sheet

Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2017-18 Date :

Instructions / Guidelines

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature